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Operations

Operations Security

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction supplements Air Force Policy Directive (AFPD) 10-11, *Operations Security,* AFI 10-1101, *Operations Security,* and Air Combat Command (ACC) Supplement 1 to AFI 10-1101, in the 70th Intelligence Wing (70 IW). It assigns responsibilities, directs actions, and prescribes procedures for managing the 70 IW Operations Security (OPSEC) Program. It applies to all personnel assigned to the 70 IW.

1. General: The 70 IW OPSEC Program ensures OPSEC principles and practices are integrated within each workcenter and actively practiced by all members of the 70 IW to deny our adversaries the ability to exploit 70 IW critical information. The 70 IW OPSEC Program seeks to achieve this goal through continual training and by actively promoting understanding and awareness of OPSEC benefits among 70 IW personnel. The 70 IW OPSEC Program exists to support the commander's effort to achieve one goal: successful mission accomplishment.

2. Duties and Responsibilities:

2.1. HQ 70 IW Commander will:

2.1.1. Integrate the OPSEC concept into the 70 IW mission plans and activities.

2.1.2. Ensure assigned personnel are familiar with OPSEC, and its application to organizational effectiveness.

2.1.3. Direct the development of policies, instructions, and training programs needed to maintain a good OPSEC posture within the wing. (**NOTE:** The commander may delegate this responsibility; however, the commander should personally make risk management decisions regarding the implementation of OPSEC measures within the Wing).

2.1.4. Request OPSEC Multi-Discipline Vulnerability Assessments (OMDVA), Electronic Security Systems Assessments (ESSA), or higher headquarters staff assistance visits (SAV) when needed.

2.1.5. Appoint, in writing, 70 IW Primary and Alternate OPSEC Program Managers (PMs). These individuals are the focal points for all 70 IW OPSEC matters and should be familiar with the day-to-day operations of the wing. Additional alternate OPSEC PMs will be appointed as necessary to maintain continuity and ensure effective management of the 70 IW OPSEC program.

2.1.6. Direct OPSEC appraisals as required.

2.2. 70 IW OPSEC Program Manager or Alternate will:

2.2.1. Be assigned to either the Operations or Plans element of the organizational structure and be either an officer or Senior NCO. If OPSEC is assigned as an additional duty, it should be combined with other activities providing synergistic mission enhancement.

2.2.2. Be familiar with wing goals, objectives, activities, and personnel who participate in those activities.

2.2.3. Represent the 70 IW as the office of primary responsibility (OPR) for the 70 IW Commander's OPSEC Program, to develop and promulgate policy, guidance, and procedures governing the 70 IW OPSEC Program.

2.2.4. Advise commanders on OPSEC-related matters, facilitate OPSEC implementation, and manage the 70 IW OPSEC Program.

2.2.5. Perform an annual self-inspection of the 70 IW OPSEC program to define program effectiveness and when directed by the commander.

2.2.6. Submit an annual 70 IW OPSEC status report to AFIWC/OSJ and submit an annual report on the 70 IW OPSEC Program status to 70 IW/CC after receiving annual reports from the subordinate groups.

2.2.7. When possible, attend and present 70 IW OPSEC concerns at HQ AIA Security Training and Education Meetings (STEM).

2.2.8. Forward name, office symbol, and phone numbers of subordinate Group OPSEC Program Managers and alternates to AFIWC OPSEC Program managers.

2.2.9. Develop and conduct annual reviews of 70 IW subordinate groups' consolidated critical Indicators (CI) lists to ensure currency and validity.

2.2.10. Maintain close coordination with AFIWC/OSJ for assistance, advice, and guidance.

2.2.11. Ensure 70 IW OPSEC PMs receive appropriate Program Manager training and submit the names of OPSEC PMs who require initial training to AFIWC/OSJ within 30 days of appointment notification.

2.2.12. Upon activation of Crisis Action Team (CAT) and ESSA teams, and following any potential/actual OPSEC compromises, work with unit security managers and other responsible offices to perform Operational Risk assessments.

2.2.13. Develop and maintain a 70 IW OPSEC continuity book. The continuity book should contain, at a minimum, JCS Pub 3-54, AFPD 10-11, AFI 10-1101, ACC Supplement 1 to AFI 10-1101, 70 IWI 10-1101 as required, and local policy letters, directives, and instructions. Review 70 IW OPSEC continuity book for currency at least semi-annually.

2.2.14. Develop and document procedures for tracking and cross feeding the successes, best practices, problems, and MEI findings of subordinate group OPSEC programs.

2.2.15. Annually review 70 IWI 10-1101 to ensure accuracy.

2.2.16. Annually solicit, evaluate, and forward nominations for USAF and national-level OPSEC awards to HQ AIA OPSEC managers (AFIWC/OSJ) NLT 30 October.

2.3. 70 IW Group Commanders will:

2.3.1. Establish OPSEC programs to ensure OPSEC is fully integrated within all appropriate organizational plans (i.e., operational plans (OPLANS), concepts of operation (CONOPS), operational orders, exercises, Mission Needs Statements, and Operational Requirement Documents) throughout the Group, especially those associated with Unit Type Code (UTCs) and a respective deployment responsibility.

2.3.2. Appoint in writing, group Primary and Alternate OPSEC PMs. These individuals are the focal points for all group OSPEC matters and should be familiar with the day-to-day operations of the subordinate units. Provide names of group OPSEC program managers to 70 IW within 30 days of appointment.

2.3.3. Those group commanders who also function as National Security Agency (NSA) Joint Facility Directors and adopt the Air Force OPSEC model as their site program, must ensure their programs meet requirements outlined in NSA Directive 120-01. These commanders are encouraged to use NSA resources as necessary to meet program training and operational objectives.

2.4. 70 IW Group OPSEC Managers will:

2.4.1. Ensure subordinate squadron, detachment, and flight-level commanders establish OPSEC programs that ensure OPSEC is fully integrated within all appropriate organizational plans (i.e., operational plans (OPLANS), Concepts of Operation, operational orders, exercises, Mission Needs Statements, and Operational Requirement Documents) throughout their units. Special attention must be given to those plans and units associated with Unit Type Code (UTCs) and a respective deployment responsibility.

2.4.2. Establish a continuity book containing, at a minimum, the same references as listed in paragraph *2.2.13* above. In addition, continuity books should at least contain local policy letters, directives, and instructions.

2.4.3. Conduct annual self-inspection using checklist in attachment 2 of this OI.

2.4.4. Obtain annual OPSEC Program reports from subordinate units and submit a consolidated group annual OPSEC Program report to 70 IW NLT 31 Sep. Include results of group self-inspections with this report.

2.4.5. Annually solicit, evaluate, nominate, and submit nominations for USAF and national-level OPSEC awards to 70 IW OPSEC PMs NLT 15 Oct.

2.4.6. Periodically review subordinate unit unclassified web pages for sensitive and/or classified information. Additionally, ensure that official and unofficial feedback publications (such as unit newsletters) are reviewed for sensitive information prior to publication.

2.4.7. Develop and document procedures for tracking and cross feeding the successes, best practices, problems, and MEI findings of subordinate unit OPSEC programs.

2.4.8. Ensure group and subordinate units' primary and alternate PMs are scheduled for OPSEC PM training through 70 IW program managers within 90 days of their appointment.

2.4.9. Annually review CI lists of subordinate units to ensure currency and validity.

2.4.10. When possible, attend and present group OPSEC concerns at group level STEM meetings.

2.4.11. Conduct annual SAVs on subordinate units and validate subordinate units' self- inspection results.

2.5 Unit Commanders will:

2.5.1. Establish OPSEC programs to ensure OPSEC is fully integrated within all appropriate organizational plans (i.e., operational plans (OPLANS), Concepts of Operation, operational orders, exercises, Mission Needs Statements, and Operational Requirement Documents) throughout the Group, especially those associated with Unit Type Code (UTCs) and a respective deployment responsibility.

2.5.2. Appoint in writing, unit Primary and Alternate OPSEC PMs. These individuals are the focal points for all unit OSPEC matters and should be familiar with the day-to-day operations of the unit. Provide names of units OPSEC program managers to 70 IW within 30 days of appointment.

2.6.   Unit OPSEC PMs will:

2.6.1. 694 SPTS will administer and track initial and refresher (annual) OPSEC training for wing staff personnel. All other squadron PMs will do the same for their squadron populations.

2.6.2. Develop, distribute, and ensure Critical Information (CI) lists are visibly displayed in work centers (near each individual unsecured telephone, STU-III, unclassified facsimile machine, and NIPRNET terminal). Annually review and validate currency of unit CIs.

2.6.3. Periodically educate members on OPSEC issues through a variety of means, (i.e., e-mail, educational Operation Dragon packages, and bulletin boards).

2.6.4. Forward name, office symbol, and phone numbers to group OPSEC PM.

2.6.5. Establish a continuity book containing at a minimum the same references as listed in paragraph *2.2.13* above. In addition, continuity books should at least contain local policy letter, directives, and instructions.

2.6.6. Annually conduct self-inspection using checklist in attachment 2 of this OI and forward results and OPSEC program status report to Group OPSEC PM.

2.6.7. Develop and document procedures for benchmarking program against other 70 IW squadrons.

3. OPSEC Program Procedures:

3.1. OPSEC Program Manager's Continuity Book will at a minimum:

3.1.1. Contain current editions of references listed in paragraph *2.2.13,* and local policy letters, directives, and instructions.

3.1.2. Contain a signed copy of the OPSEC PM's appointment letter.

3.1.3. Contain "how to" section for all local program procedures.

3.1.4. Contain a POC listing.

3.2. Self-Inspections

3.2.1. PMs will use the self-inspection checklist contained in attachment 2 of this OI.

3.2.2. Next level higher headquarters will validate self-inspection findings during annual SAV visits.

3.3. Training & Awareness

3.3.1. Initial OPSEC training (e.g., - a step during in-processing procedures) and refresher training may be conducted in the form of computer-based-training (CBT), video, briefing, or NCS course. Refresher training must be periodic and tracked.

3.3.2.   PM training may be satisfied either by the AFIWC Program Manager's Course or by NCS Course OP-380.

3.3.3. Training and Awareness packages may consist of unit developed pamphlets, briefings, or electronically distributed material. PMs must verify that materials reach a majority of unit populations.

HAROLD J. BEATTY, Col, USAF
Commander

Attachment 1

IMPLEMENTING AND INTERFACING DOCUMENTS

A1.1. Publications Implemented.

JCS Publication 3-54, *Operations Security*

AFPD 10-11, *Operations Security*

AFI 10-1101, *Operations Security (OPSEC) Instructions*

ACC Supplement 1 to AFI 10-1101, *Operations Security*

NSA Directive 120-01, *Operations Security*